Proxy and Super User Access in Banner 9 Self-Service

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With only one place to sign in employees can get their employment information, manage timesheets and leave requests.

This document will show you how to use Proxy and Super User features in the new Banner 9 Employee Self-Service system.

Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. Click here for assistance with your O-key.

**Landing Page:** Your landing page is customized based on your level of access. Choose Self Service to enter your employee information.
Select the Employee Profile 9 tab to enter your Employee Dashboard.

Employee Dashboard: Your dashboard is streamlined to include time entry, leave reporting and any time approval options you may have depending on your classification and job responsibilities. All of your options are in one place on this dashboard.
Benefits of Employee Profile 9

- Improved user experience - see all your information in one place
- Modern, yet familiar, web user interface with standard controls
- Shorter learning curve for occasional users
- Enhanced usability and navigation for super users
- More accurate timekeeping (5 minute rounding vs. 15 minute rounding)
- Ability to run in any modern browser
Proxy

To act as a Proxy, select **Enter Time** under **My Activities**.

You will receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by clicking on the **yellow 1**.
Select **Proxy Super User**.

Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy for.
Select the appropriate approver from the drop-down menu.

In the upper-right hand corner you will see a message letting you know for whom you are acting as a proxy.

Refer to the Approvals Section for further details.
To add a new proxy (if you are an Approver), click the Add a new proxy button and select a name from the list. NOTE: You can enter a name to search. Select the individual you want to add as your proxy.

To delete a proxy, select one or more existing proxies from the list of proxies and click **Delete proxies**.
You will receive a message **Are you sure you want to remove the proxy?** Click **Yes** to delete the proxy or proxies.

**Super User**

To act as a Super User, select **Enter Time** under **My Activities**
You will receive a message stating **No Timesheet documents available for approval.** Acknowledge the message by clicking on the **yellow 1**.

Select **Proxy Super User**.
Make sure the **Act as Proxy for** is **Self**.

Check **Act as Time Entry** or **Act as Leave Report** Approvals Superuser as appropriate. Click on **Navigate to Time & Leave Approvals application**.

Refer to the **Approvals** section for further details.
Questions?

Email the IT Helpdesk at helpdesk@okstate.edu